NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
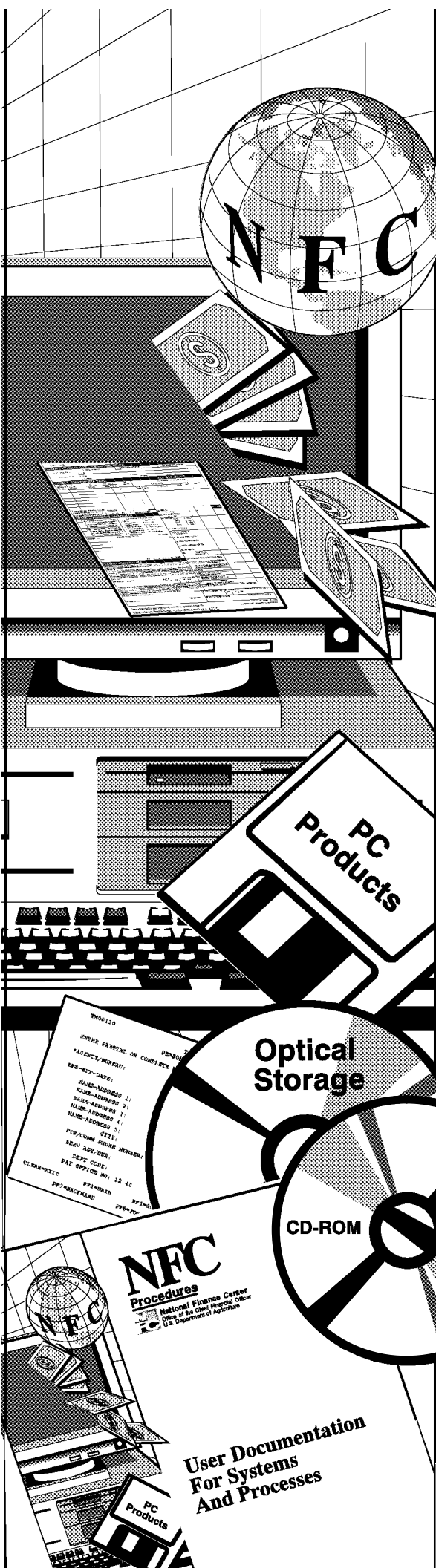U.S. Department of Agriculture

Updated July 2000

Processing Retirement Documents

TITLE I
Payroll/Personnel Manual

CHAPTER 9
Retirement Procedures

SECTION 1
Processing Retirement Documents

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About This Procedure

This procedure provides instructions for processing retirement documents. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure Is Organized

The primary sections of this procedure are described below:

Overview describes (1) related background information, (2) responsibilities of the agency personnel office and payroll office, and (3) the types of retirement.

The Retirement Package provides (1) lists of forms used for specific types of retirement applications, (2) information application check lists, and (3) a list of retirement coverage codes.

Data Verification provides resources that can be used to verify retirement data.

Exhibits includes illustrations of system-generated employee and agency notifications of retirement benefits and graphic information to assist in deciding the retirement coverage code.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 8.1, 8.2, etc.) are used, as needed, to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you will receive the original copy with all amendments and bulletins. For amendments, remove and insert pages according to the attached Page Control Chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following conventions:

❑ Emphasized text within a paragraph is printed in **bold**. Example: The application must have the employee's **original** signature, not a copy.

❑ Important extra information is identified as a note. Example: **Note:** The list of forms are listed in the order the retirement package should be submitted.

❑ Throughout this chapter, when reference is made to two form numbers with the same title (e.g., SF-2806/SF-3100, Individual Retirement Record) the first form number refers to the CSRS form; the second form number refers to the FERS form.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about National Finance Center (NFC) processing, contact the Payroll/Personnel Operations Section at **504-255-4630** .

For other questions about the Retirement Processing System (RETM) (including help with unusual conditions), contact Information Center personnel at **504-255-5230** .

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

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Overview

Prior to 1984, most Federal employees in career appointments were covered by the Civil Service Retirement System (CSRS). The Social Security Amendments of 1983 required that newly hired Federal employees become covered by Old Age and Survivors Disability Insurance (OASDI), for which deductions were withheld. Because there was not yet another retirement plan in place, these employees also paid into CSRS at a reduced rate. This system which combined CSRS and Social Security was called CSRS-Interim Retirement System and existed from 1984-1986. In addition to covering newly hired employees, CSRS-Interim also covered rehired Federal employees who returned to employment after a break in service for more than 1 year. On January 1, 1987, the Federal Employees Retirement System (FERS) was implemented. At that time, the CSRS-Interim System became known as the CSRS-Offset Retirement System.

Responsibilities

The **agency personnel office** is responsible for the following:

□ Ensuring that age and service requirements are met according to:

- Title 5 of the United States Code, Chapters 83 and 84

- The CSRS and FERS Handbook for Personnel and Payroll Offices

- Title 5 of the Code of Federal Regulations

□ Processing retirement applications according to:

- The Retirement Processing System (RETM) procedure

- Department and/or agency procedures

□ Submitting an SF-2801/SF-3107, Application for Immediate Retirement and SF-2801-1/ SF-3107-1, Certified Summary of Federal Service, when a reemployed annuitant separates from reemployment and is eligible for a supplemental annuity.

□ Entering data immediately into RETM and PACT to ensure that the Form SF-2806/SF-3100, Individual Retirement Record, is submitted timely to the Office of Personnel Management (OPM) and the interim annuity begins as soon as possible.

□ Receiving the SF-2803, Application To Make Deposit Or Redeposit/SF-3108, Application To Make Service Credit Payment For Civilian Service, from the employee, certifying, and submitting it to OPM.

□ Ensuring that creditable service and retirement codes are correct in the system.

□ Submitting Form AD-343, Payroll Action Request, for adjustments on retirement, thrift savings plan, and deposits for military and civilian service credit.

The **payroll office** is responsible for the following:

□ Establishing the SF-2806/SF-3100 for employees and maintaining their service history (including post-1956 military deposits) and fiscal data.

□ Withholding retirement deductions and matching agency contributions for transmittal to the agency responsible for administering retirement system benefits.

□ Closing out the SF-2806/SF-3100 for employees who are separated, retired, or deceased, and transmitting their retirement records to the agency responsible for administering retirement system benefits.

□ Transferring to OPM the SF-2806/SF-3100 for employees who transfer to another agency or department not payrolled by OFM/NFC's Payroll/Personnel System.

□ Processing a separate SF-2806/SF-3100 to OPM to cover post-1956 military service and at the time of separation, transmitting the deposits with the (1) SF-2803/SF-3108 and (2) OPM 1514, Military Deposit Worksheet.

□ Recording current employees' retirement deductions and maintaining the general ledger control accounts and detailed reports. Preparing reconciliations, and accounting reports for (1) OPM 1525, Annual Summary, Retirement Fund Transactions, CSRS and (2) OPM 1564, Annual Summary.

Types Of Retirement

Employees who meet the age and service requirements are eligible to retire. The various types of retirement are categorized as follows:

Age (Mandatory) - (age requirements, law enforcement officers, and firefighters)

Optional (including FERS with minimum retirement age (MRA))

Early Optional (reduction-in-force, reorganization, transfer of function)

Discontinued Service (involuntary separation)

Disability (preliminary, final)

Note: For information about death claim packages for survivor annuity benefits, see Title I, Chapter 11, Non-automated Processing, Bulletin 97-1, Changes to Non-automated Processing Due to the Implementation of SPPS, Phase 2.

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Retirement Personnel Actions

A retirement personnel action is processed when an employee who has contributed monies to a retirement system is eligible to retire and collect an immediate annuity.

Federal employees on the rolls prior to January 1, 1984, were covered by one of the following retirement systems: (1) Civil Service Retirement System (CSRS), (2) Social Security (FICA), (3) Foreign Service (FS), or CS - (Special) Civil Service - 7 1/2% deductions.

The employee's retirement coverage code is usually initiated and established in the database at the time of hire. An official change action must be processed in the Personnel Action Processing System (PACT) to change or correct an employee's retirement coverage code. Personnel offices should also review the employee's official personnel file (OPF) for creditable service in order to determine the proper code before entering the personnel action in PACT. For detailed information about PACT, see **Title I, Chapter 4, Personnel Action Processing System (PACT)** procedure.

Note: The change/correction to the retirement coverage code should be processed in PACT as soon as possible if the employee is eligible for retirement, otherwise, the retirement record could be delayed.

When an employee elects to retire, a retirement package must be completed. This package consists of all documentation required by the National Finance Center (NFC) and the Office of Personnel and Management (OPM) to process the retirement. All documents must be completed and reviewed for accuracy before submitting to NFC.

The agency personnel offices **must** enter data into the Retirement Processing System (RETM) to track the employee's application before sending the retirement package to NFC. For detailed information about RETM, see **Title I, Chapter 9, Section 2, Retirement Processing System (RETM)** procedure.

See the **List of Applicable Forms** section for detailed information on the types of documents that must be included in the retirement package.

The following section provides general information and processing instructions for each of the following types of retirement:

Preliminary Disability Retirement

Final Disability Retirement

Mandatory Retirement

Immediate (optional or involuntary) Retirement

Processing A Preliminary Disability Retirement

☐ Enter the preliminary disability retirement personnel action in PACT. Special attention should be given to the entry of the appropriate remarks codes, Federal Employees Health Benefits (FEHB) coverage code, effective date, and the last day in pay status. For detailed information on these data entry fields, see **Title I, Chapter 4, Personnel Action Processing System, (PACT)** procedure.

☐ Complete the Effective Date field. Enter the last day of the pay period that the SF-2801/SF-3107 is received in the employee's personnel office.

☐ Complete the Last Date in Pay Status field. Enter the projected final date that the employee will be in pay status.

☐ If the employee is currently enrolled in FEHB and will be eligible to continue FEHB coverage, enter *389* (Transfer FEHB Enrollment to OPM) in the Remarks Code field.

☐ For those employees with a retirement coverage code of *Y* or *Z* who are currently enrolled in FEHB and who will be eligible to continue FEHB coverage, enter *390* (Transfer FEHB to DC Retirement System) in the Remarks Code field.

☐ If the employee is currently enrolled in FEHB and will **not** be eligible to continue FEHB coverage, enter *388* (Terminate FEHB Enrollment) in the Remarks Code field. **Note:** Whenever Remarks Code *388* is entered, *564* (Terminate FEHB - Not Enrolled Since First Opportunity), *565* (Terminate FEHB - Not Enrolled Five Years)*,* or *566* (Terminate FEHB - No Survivor Eligible To Continue Health Benefits) must also be entered in the Remarks Code field.

☐ If the employee is currently participating in the Federal Employee's Group Life Insurance Program (FEGLI), enter *567* (Basic Life Insurance: Elected Reduction) and, if applicable, one of the following codes in the Remarks Code field:

560 (Standard Optional Insurance: Declined),

561 (Family Optional Insurance: Not Eligible To Continue),

562 (Standard Optional Insurance Eligible To Continue: Coverage Began),

568 (Additional Optional Insurance: Declined),

569 (Additional Optional Insurance: Eligible To Continue: Coverage Began Lowest Multiple of Salary During Last Five Years),

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570 (Additional Optional Insurance: Not Eligible To Continue),

571 (Family Optional Insurance: Declined),

572 (Family Optional Insurance: Eligible To Continue: Coverage Began), or

573 (Family Optional Insurance: Not Eligible To Continue).

For more remarks codes descriptions, access the Table Management System (TMGT).

❑ If the employee is in Leave-Without-Pay (LWOP) status, enter Remarks Code 211 on all preliminary disability retirement actions. The entry of Remarks Code 211 results in OPM collection of FEHB premiums from the employee's annuity instead of NFC issuing a bill to the employee.

❑ Enter data into RETM to track the employee's application before sending the retirement package to NFC. For detailed information on the retirement package, see the RETM procedure.

❑ If OPM approves the application, OPM will send Form RI 30-27, Allowance Letter, in duplicate, to the agency personnel office. Upon receipt of this notification, the agency should take final action to separate the employee in accordance with OPM regulations. Prepare the final disability retirement package, and submit to NFC with the Allowance Letter.

Processing A Final Disability, Mandatory, Or Immediate Retirement

❑ Enter the retirement personnel action in PACT. Special attention should be given to the entry of the appropriate remarks codes, FEHB coverage code, and the last day in pay status. For detailed information on these data entry fields, see **Title I, Chapter 4, Personnel Action Processing System, (PACT)** procedure.

❑ Complete the Last Date in Pay Status field. Enter the projected final date that the employee will be in pay status.

❑ If the employee is currently enrolled in FEHB and will be eligible to continue FEHB coverage, enter *389* in the Remarks Code field.

❑ For those employees with a retirement coverage code of **Y** or **Z** who are currently enrolled in FEHB and who will be eligible to continue FEHB coverage, enter *390* in the Remarks Code field.

❑ If the employee is currently enrolled in FEHB and will **not** be eligible to continue FEHB coverage, enter *388* in the Remarks Code field. **Note:** Whenever Remarks Code *388* is entered, *564, 565,* or *566* must also be entered in the Remarks Code field

❑ If the employee is currently participating in FEGLI, enter *567* and, if applicable, *560-562* or *568-573* in the Remarks Code field.

❑ Code the Time and Attendance Report (T&A) *Final*, and transmit the final T&A in the processing pay period. For detailed information about final T&A's, see **Title I, Chapter 7, Section 1. Time and Attendance Instructions** procedure.

❑ If the employee is eligible to receive a final annual leave or compensatory time payment, enter Form AD-581, Lump Sum Leave or Compensatory Time Payments, in the Payroll/Personnel Remote Entry System (PRES). For detailed information about PRES, see **Title I, Chapter 5, Payroll/Personnel Remote Entry System (PRES)** procedure.

❑ Enter data in RETM to track the employee's application before sending the retirement package to NFC. For detailed information on the retirement package, see the RETM procedure.

❑ If the employee has incurred a debt, enter the indebtedness record in the Special Payroll Processing System (SPPS). For detailed information about SPPS, see **Title I, Chapter 8, Special Payroll Processing System (SPPS)** procedure.

❑ After the retirement package is processed, Form SF-2807/3103, Registration of Separations and Transfers, is submitted to OPM. System-generated letters are sent to the agency personnel offices and employees as notification that the retirement package was sent to OPM. To obtain the registration number and date of submission of the retirement package to OPM, access RETM.

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Post-1956 Military Deposit And Civilian Deposit/Redeposit

Post-1956 Military Service Deposit

Current CSRS and FERS Federal employees can make payments toward Post-1956 Military Service deposit for any period of Military service performed on or after 1/1/1957. Eligible employees should complete and submit to the agency the SF-2803/SF-3108, showing military service only. The agency should certify the SF-2803/SF-3108 and certify and attach the following forms:

- AD-343, Payroll Action Request, with a lump sum check or request for payroll deductions

- RI 20-97, Estimated Earnings During Military Service

- OPM 1514, Military Deposit Worksheet

- DD 214/equivalent, Military Discharge Certificate.

Agencies should mail them to NFC at the following address:

Administrative Billings and Collections Section
National Finance Center, USDA
P.O. Box 61765
New Orleans, LA 70161-1765

Civilian Service Deposit/Redeposit

CSRS Employees. Current CSRS Federal employees can make payments toward civilian service deposit for (1) any period of creditable civilian service performed that no retirement deductions were withheld from his/her pay or (2) any period of civilian service during which retirement deductions were withheld and refunded.

FERS Employees. Current FERS Federal employees can make payments toward civilian service deposit for (1) any period of creditable civilian service performed before 1989 during which no retirement deductions were withheld from his/her pay or (2) any period of civilian service during which retirement deductions were withheld from his/her pay and refunded based on an application the employee filed before he/she was covered by FERS.

Eligible CSRS and FERS employees should complete the SF-2803/SF-3108 and forward it to their agency personnel office. Agencies should certify the form and send it to the Office of Personnel Management (OPM) at the following address:

Office of Personnel Management
Retirement and Insurance Group
Retirement Operations Center
P.O. Box 45
Boyers, PA 16020

OPM will bill the employee directly.

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The Retirement Package

The retirement package consists of all applicable forms/documents pertaining to the specific type of retirement that are required to process the retirement action. A special cover sheet, Form AD-1102, Special Processing Transmittal (see the illustration on the next page), should be used for each retirement package, identifying pertinent information to help the payroll office expedite the employee's retirement application.

The agency personnel office **must** enter the employee's retirement application data into the Retirement Processing System (RETM) before sending the retirement package to the payroll office. For additional information about RETM, see **Title I, Chapter 9, Section 2, Retirement Processing System (RETM)** procedure.

To ensure privacy of personal documents, submit the retirement package in an envelope marked in large bold letters with the words "**DELIVER IMMEDIATELY - DO NOT OPEN IN MAILROOM**." Submit the package 4 weeks prior to the final date of separation. **Note:** To ensure that OPM receives the application within 30 days of separation, agency personnel offices should not retain an employee's retirement package more than 48 hours after the effective date.

Agencies must submit the following documents separately from the retirement package: (1) final T&A, (2) AD-581, Lump Sum Leave or Compensatory Time Payments, and (3) AD-343, Payroll Action Request. Submission of these forms with the retirement package will delay processing the retirement application.

Final T&A's and separation actions generate the SF-2806/SF-3100 automatically on a biweekly basis. If a T&A is not being processed for a separating employee who is in a leave without pay (LWOP) status, the agency must use PRES Program DP031, Master File Change Document, (Document Type 031) to indicate a separation and final T&A received. (See the PRES procedure.)

Note: Strict compliance with these procedures will enhance the interim and annuity payment procedures.

Submit retirement packages to:

    Fringe Benefits Processing Unit
    Payroll Accounting Section
    National Finance Center, USDA
    P.O. Box 29310
    New Orleans, LA 70189

If submitting by express mail, send to:

    Fringe Benefits Processing Unit
    Payroll Accounting Section
    National Finance Center, USDA
    13800 Old Gentilly Road
    New Orleans, LA 70129

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SPECIAL PROCESSING TRANSMITTAL

Mail To:
Fringe Benefits Processing Unit
Payroll Accounting Section
National Finance Center, USDA
P.O. Box 29310
New Orleans, LA 70189

Mark Envelope: *"Deliver Immediately - Do Not Open In Mailroom"*

Express Mail To:
Fringe Benefits Processing Unit
Payroll Accounting Section
National Finance Center, USDA
13800 Old Gentilly Road
New Orleans, LA 70129

Mark Envelope: *"Deliver Immediately - Do Not Open In Mailroom"*

PERTINENT INFORMATION

DATE MAILED	AGENCY	PERSONNEL OFFICE IDENTIFIER

RETIREMENT DOCUMENTS *Per attached agency checklist SF-2801/SF-3107, Schedule D*

CHECK TYPE OF RETIREMENT   APPLICABLE NATURE OF ACTION CODE

☐	**Age** *(Mandatory)*	☐	**300**
☐	**Optional**	☐	**302**
☐	**Early Optional** *(Includes major RIF reorganization transfer of function)*	☐	**303**
☐	**Discontinued** *(Involuntary separation)*	☐	**304, 312, 356**
☐	**Disability**	☐	**301**
☐	**Preliminary Disability**	☐	**976**
☐	**MRA Plus 10** *(FERS only)*	☐	**302**
☐	**Death**	☐	**350**

FORM AD-1102 (Rev. 7/97)

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List of Applicable Forms

The following categories list the forms that must be attached to the application for immediate retirement. The forms should be assembled in the retirement package in the order listed.

Note: Retirement applications must have **original** signatures; copies will not be accepted. Retirement processing is expedited if the forms are received in the required order.

Applicable Forms For (1) Immediate Retirement - Voluntary (2) Discontinued Service

Form	Title
SF-2801/ SF-3107	Application For Immediate Retirement
Schedule	
A	Military Service Information
B	Military Retired Pay
C	Federal Employees Compensation Information
SF-2801-1/ SF-3107-1	Certified Summary Of Federal Service
SF-2801-2/ SF-3107-2	Spouse's Consent To Survivor Election
SF-2801-3	Election Of Former Spouse Survivor Annuity Or Combination Current/Former Spouse Annuity
SF-3102	Designation Of Beneficiary
SF-2809	Health Benefits Registration Form (Current date on top; all copies)
SF-2810	Notice Of Change In Health Benefits Enrollment (Current date on top; only Copy 4 - For Official Personnel Folder)
SF-2817	Life Insurance Election Form (all copies; formerly SF-176/SF-176T)
SF-2818	Continuation Of Life Insurance Coverage
SF-2819	Notice Of Conversion Privilege (OPF copy)
SF-2821	Agency Certification Of Insurance Status
SF-2822	Request For Insurance
SF-2823	Designation Of Beneficiary (Current date on top; all copies)
SF-1199A/ FMS 2231	Direct Deposit Sign-Up Form Direct Deposit
DD-214/	Military Discharge Certificate equivalent
SF-2803/ SF-3108	Application To Make Deposit Or Redeposit Application To Make Service Credit Payment For Civilian Service
OPM 1510* (with 2 attachments)	Certification Of Agency Offer Of Position And Required Documentation (Attachment 1 - written notices sent to the employee from the agency or OPM. Attachment 2 - copy of OPM's approval)

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* OPM 1510 is required only for a Discontinued Service retirement.

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Applicable Forms For (1) Immediate Retirement - Voluntary
(2) Discontinued Service *(cont'd)*

Form	Title
OPM 1515	Military Service Deposit Election
SF-2801/ SF-3107 Schedule D	Agency Checklist Of Immediate Retirement Procedures

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Applicable Forms For Preliminary Disability

Form	Title
SF-2801/ SF-3107	Application For Immediate Retirement
Schedule	
A	Military Service Information
B	Military Retired Pay
C	Federal Employees Compensation Information
SF-2801-1/ SF-3107-1	Certified Summary Of Federal Service
SF-2801-2/ SF-3107-2	Spouse's Consent To Survivor Election
SF-2801-3	Election Of Former Spouse Survivor Annuity Or Combination Current/Former Spouse Annuity
SF-2824/ SF-3105	Documentation In Support Of Disability Retirement Application
SF-2824A/ SF-3105A	Applicant's Statement Of Disability
SF-2824B/ SF-3105B	Supervisor's Statement
SF-2824C/ SF-3105C	Physician's Statement
SF-2824D/ SF-3105D	Agency Certification Of Reassignment And Accommodation Efforts
SF-2824E/ SF-3105E	Disability Retirement Application Checklist
DD-214/ equivalent	Military Discharge Certificate
SF-2803/ SF-3108	Application To Make Deposit Or Redeposit Application To Make Service Credit Payment For Civilian Service
OPM 1515	Military Service Deposit Election
Various	Medical Documents
SF-2801/ SF-3107 Schedule D	Agency Checklist Of Immediate Retirement Procedures

Note: Federal health and life insurance forms must be submitted with the **Final Disability** retirement package; otherwise, the retirement processing is delayed because the forms would have to be returned to the agency.

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Applicable Forms For Final Disability

Form	Title
(Formerly RI 30-27)	Letter Of Approval For Disability Retirement
SF-3102	Designation Of Beneficiary
SF-2809	Health Benefits Registration Form (Current date on top; all copies)
SF-2810	Notice Of Change In Health Benefits Enrollment (Current date on top; only Copy 4 - For Official Personnel Folder)
SF-2817	Life Insurance Election Form (all copies; formerly SF-176/SF-176T)
RI 76-10	Assignment For Federal Employees' Group Life Insurance
FE-8	Claim For Living Benefits
FE-8A	Agency Certification For FEGLI Living Benefits
FE-8C	Explanation Of Benefits
SF-2818	Continuation Of Life Insurance Coverage
SF-2819	Notice Of Conversion Privilege (OPF copy)
SF-2821	Agency Certification Of Insurance Status
SF-2822	Request For Insurance
SF-2823	Designation Of Beneficiary (Current date on top; all copies)
SF-1199A/ FMS 2231	Direct Deposit Sign-Up Form Direct Deposit
SF-2801/ SF-3107 Schedule D	Agency Checklist Of Immediate Retirement Procedures

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Check Lists

To expedite retirement processing, all supporting documentation must accompany the original retirement application. Employees should thoroughly review and complete the Applicant's Checklist on the reverse of the SF-2801/SF-3107.

Agency personnel offices must thoroughly review and complete SF-2801/SF-3107, Schedule D, Agency Checklist Of Immediate Retirement Procedures for all retirement applications. The SF-2824E/SF-3105E, Disability Retirement Application Checklist, must also be reviewed and completed for all preliminary disability cases.

The check lists are included as part of the retirement application to assure employees and personnel offices that all of the necessary documentation is completed and submitted with the retirement package.

Retirement Coverage Codes

Agencies should review an employee's creditable service to determine the proper retirement coverage code. To assist in determining this code, see **Exhibit 1**, Retirement Plan Codes Decision Tree. A personnel action should be used to establish this code using the Personnel Action Processing System (PACT).

Code	Definition
1	CS (Civil Service Retirement System) (7%)
2	FICA
3	FS (Foreign Service Retirement System) (7%)
4	None
5	Other (only programmed for use by DoC, GAO, SI, and CVA)
6	CS (Special) (7 1/2%)

Code	Definition
8	CVA Judges Retirement Plan (1%)
9	CVA Judges Retirement Plan (4.5%)
C	Covered by FICA and by CSRS the rate of .8% (or 7% after exceeding the Social Security wage base)
D	CSRS Offset (Congressional) (1.3%)
E	Covered by FICA and by CSRS (for law enforcement and firefighter personnel) at the rate of 1.3% (or 7 1/2% after exceeding the Social Security wage base)
G	Covered by FICA and by FS at the transitional withholding rate (1.3%)
I	FERS (Congressional) (1.3%)
J	Covered by FICA and by another Federal Government retirement system at the transitional withholding rate (1.3%)
K	FERS and FICA (.8%)
L	FERS and FICA (Air Traffic Controllers)
M	FERS and FICA (Special) law enforcement officers and firefighters (1.3%)
N	FERS and FICA Reserve Technicians (.8%)
P	Foreign Service Pension Systems (FSPS) and FICA (1.3%)
R	Covered by FICA and by CSRS (7%)
T	Covered by FICA and by CSRS at a special deduction rate (7 1/2% for law enforcement and firefighter personnel)
W	Covered by FICA and by FS (7%)
X	Covered by FICA and by another Federal Government retirement system
Y	DC Offset Plan and FICA (.8% - no agency contribution)
Z	DC Retirement Plan (7% - no agency contribution - Only Secret Service employees under CSRS are eligible for coverage under this plan.)

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Data Verification

Verify data using one of the following systems. See the applicable procedure for detailed information.

Personnel Action Processing System (PACT). After data has been processed through PACT, Form SF-50-B, Notification Of Personnel Action, is generated. This form reflects the data entered in PACT that designates the employee's retirement coverage code.

Retirement Processing System (RETM). After data is entered in RETM, the agency personnel office can access the RETM Inquiry option to verify that the retirement package was sent to OPM.

Payroll/Personnel Inquiry System (PINQ).

PINQ Programs:
01, Salary
02, Misc-Salary
07, Separated-Emp
11, Leave
13, Personnel
19, ADJP-Hist
20, ADJP-Hist-Deduc
22, Pay-Hist
32, Payroll-Listing
38, Lump Sum Separation Info
55, PACS Retirement
58, Thrift Savings and Retirement Added
71, Salary HB/LI/RT/TS
72, ADJP-Hist HB/LI/RT/TS

Information/Research Inquiry System (IRIS).

IRIS Program:
122, SF-50B Data Elements
117, Retirement Data

Manual Log System (MANLOG). MANLOG processes manual transactions that were not processed through the Payroll/Personnel System.

History Inquiry System (HINQ).

HINQ Programs:
02, List of Personnel/Payroll Actions
07, Service Record

Table Management System (TMGT).

TMGT Table:
083, Retirement Description.

Note: For detailed information about system resources, see the specific procedure referenced.

System-generated notifications are sent to retirees, separated employees, and their agency personnel offices after the separation action is processed and forwarded to OPM. **Exhibits 2** and **3** are samples of CSRS and FERS notification letters, which provide employee data, register number, specific dates, and the payroll office number. The notice advises the applicant and the agency personnel office that they should allow 5 to 6 weeks from the date of the letter for OPM to process an application for a refund or an annuity. If the applicant is not contacted within 6 weeks, inquiries may be directed to OPM.

Form AD-334, Statement of Earnings and Leave, is system generated and distributed to all employees each pay period. Employees should be reminded to review this form. The AD-334 provides an actual break down of biweekly deductions from an employee's gross pay and other pertinent information. This form shows the retirement amount deducted each pay period and the cumulative deductions while the employee is payrolled by the USDA Payroll/Personnel System. The cumulative deductions shown on the earnings statement do not include military deposits or other employment from previous departments not payrolled by NFC, unless this information was provided upon conversion into the Payroll/Personnel System.

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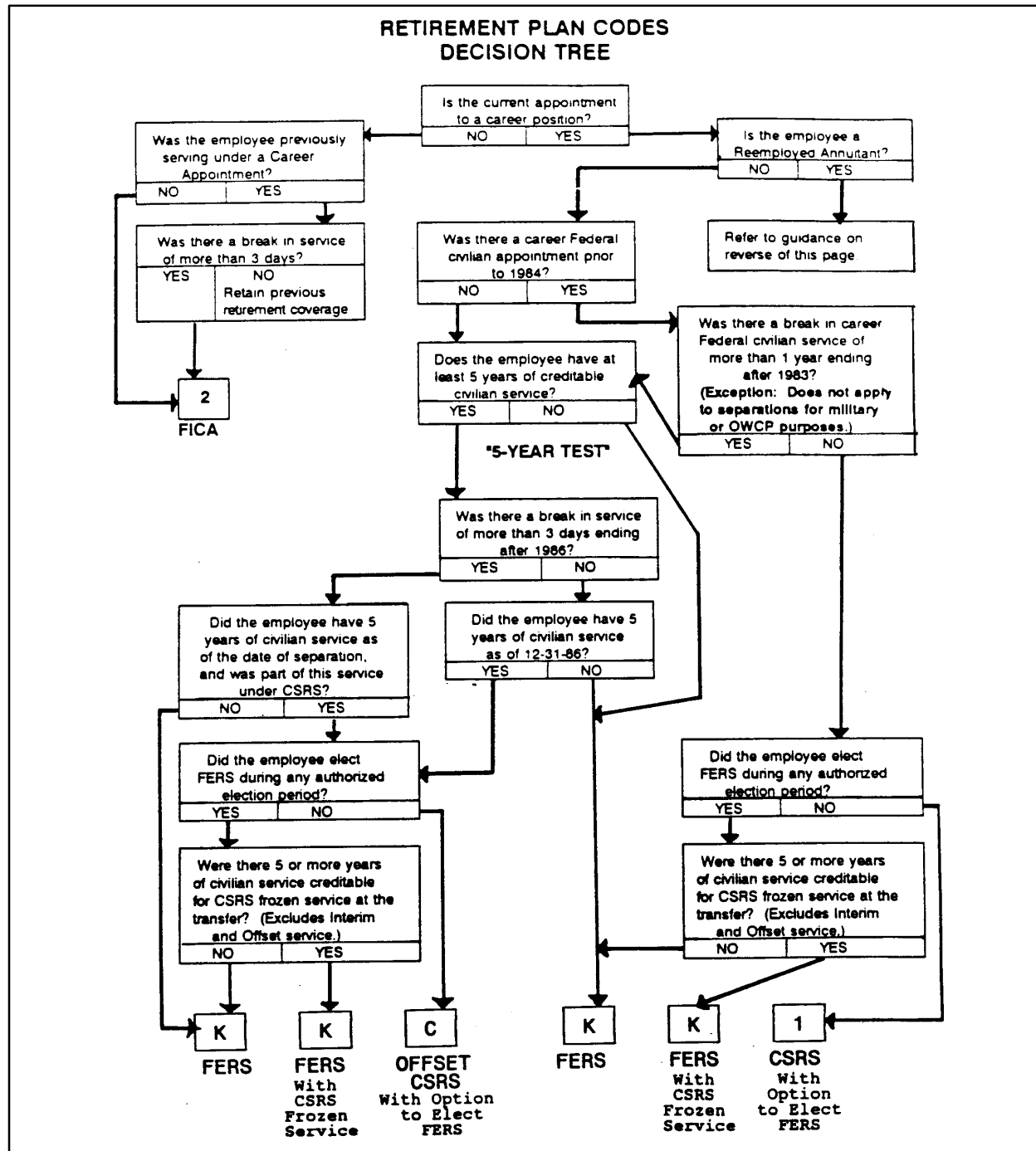
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Exhibit 1

Retirement Plan Codes Decision Tree
(DO NOT USE FOR EMPLOYEE WITH "FICA ONLY" COVERAGE.
CONTACT RETIREMENT COUNSELOR FOR GUIDANCE.)

RETIREMENT PLAN CODES DECISION TREE

Is the current appointment to a career position?
| NO | YES |

Was the employee previously serving under a Career Appointment?
| NO | YES |

Is the employee a Reemployed Annuitant?
| NO | YES |

Was there a break in service of more than 3 days?
| YES | NO — Retain previous retirement coverage |

Was there a career Federal civilian appointment prior to 1984?
| NO | YES |

Refer to guidance on reverse of this page

2
FICA

Does the employee have at least 5 years of creditable civilian service?
| YES | NO |

Was there a break in career Federal civilian service of more than 1 year ending after 1983? (Exception: Does not apply to separations for military or OWCP purposes.)
| YES | NO |

"5-YEAR TEST"

Was there a break in service of more than 3 days ending after 1986?
| YES | NO |

Did the employee have 5 years of civilian service as of the date of separation, and was part of this service under CSRS?
| NO | YES |

Did the employee have 5 years of civilian service as of 12-31-86?
| YES | NO |

Did the employee elect FERS during any authorized election period?
| YES | NO |

Did the employee elect FERS during any authorized election period?
| YES | NO |

Were there 5 or more years of civilian service creditable for CSRS frozen service at the transfer? (Excludes Interim and Offset service.)
| NO | YES |

Were there 5 or more years of civilian service creditable for CSRS frozen service at the transfer? (Excludes Interim and Offset service.)
| NO | YES |

| **K** | **K** | **C** | **K** | **K** | **1** |
| FERS | FERS With CSRS Frozen Service | OFFSET CSRS With Option to Elect FERS | FERS | FERS With CSRS Frozen Service | CSRS With Option to Elect FERS |

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Exhibit 2

CSRS Agency Generated Letter

```
              UNITED STATES DEPARTMENT OF AGRICULTURE
                     NATIONAL FINANCE CENTER
                        P.O. BOX 29310
                  NEW ORLEANS, LOUISIANA  70129

                                                   05/29/94

        FS/RIO GRANDE NATL FOR
        1803 W HIGHWAY 150
        MONTE VISTA, CO 81144 0000

        The application for benefits (retirement annuity or refund
        of retirement deductions) and the official records of the
        retirement deductions withheld by this agency for the
        employee listed below were certified correct and have been
        sent to the United States Office of Personnel Management
        (OPM) via a Register of Separations.  Identifying data from
        that register is provided below for your information.

                      EMPLOYEE'S FULL NAME:  JOHN T. DOE

                  EMPLOYEE'S DATE OF BIRTH:  05-16-54

        EMPLOYEE'S SOCIAL SECURITY NUMBER:  123-45-6789

                EMPLOYEE'S SEPARATION DATE:  05-11-94

            RETIREMENT SYSTEM (CSRS OR FERS):  CSRS

                          REGISTER NUMBER:  941625

                            REGISTER DATE:  05-05-94

                DATE REGISTER MAILED TO OPM:  05-05-94

                    PAYROLL OFFICE NUMBER:  12-40-0001

                      AGENCY CODE - POI:  11-5053

        IF YOUR EMPLOYEE FILED AN APPLICATION FOR RETIREMENT OR
        REFUND OF RETIREMENT DEDUCTIONS, HE/SHE SHOULD ALLOW FIVE
        TO SIX WEEKS FROM THE DATE OF THIS LETTER FOR THE PROCESSING
        OF THE CLAIM.  (Normally, the employee will receive
        correspondence from OPM well within that timeframe.)   After
        six weeks if the employee has any questions concerning the
        application for benefits, he/she should contact OPM as shown
        below.

        OPM's Retirement Information Office may be called from 7:30
        AM to 5:00 PM (Eastern Time).  The commercial telephone
        number is (202) 606-0500.  Address written inquiries to:

              U.S. OFFICE OF PERSONNEL MANAGEMENT
              EMPLOYEE SERVICE AND RECORDS CENTER
              BOYERS, PENNSYLVANIA  16017
```

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Exhibit 3

FERS Employee Generated Letter

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 29310
NEW ORLEANS, LOUISIANA 70129

05/29/94

MARY T. SMITH
111 PARK PLACE
GLENDALE, CA 91202-0000

Your application for benefits (retirement annuity or refund
of retirement deductions) and the official records of the
retirement deductions withheld by this agency have been
certified correct and have been sent to the United States
Office of Personnel Management (OPM) via a Register of
Separations. Identifying data from that Register is
provided below for your information. You should refer to
this data if you need to contact OPM:

YOUR FULL NAME: MARY T. SMITH

YOUR DATE OF BIRTH: 11-25-55

YOUR SOCIAL SECURITY NUMBER: 111-22-3333

YOUR SEPARATION DATE: 04-21-94

RETIREMENT SYSTEM (CSRS OR FERS): FERS

REGISTER NUMBER: 941204

REGISTER DATE: 05-03-94

DATE REGISTER MAILED TO OPM: 05-03-94

PAYROLL OFFICE NUMBER: 12-40-0001

AGENCY CODE - POI: 11-5053

IF YOU HAVE FILED AN APPLICATION FOR RETIREMENT OR REFUND OF
YOUR RETIREMENT DEDUCTIONS, YOU SHOULD ALLOW FIVE TO SIX
WEEKS FROM THE DATE OF THIS LETTER FOR THE PROCESSING OF THE
CLAIM. (Normally, you will receive correspondence from OPM
well within that timeframe.)   After six weeks, if you have
any questions concerning your application for benefits,
you should contact OPM as shown below.

You can call OPM's Retirement Information Office from 7:30
AM to 5:00 PM (Eastern Time). The commercial telephone
number is (202) 606-0500. You may address <u>written</u> inquiries
to:

U.S. OFFICE OF PERSONNEL MANAGEMENT
EMPLOYEE SERVICE AND RECORDS CENTER
BOYERS, PENNSYLVANIA 16017

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Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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